

3



Schedules

VOCABULARY

appointment
conference call
meeting
office party
personnel
planning
presentation
production
tour
visit

3.1 When's the meeting?

When's the product presentation?
Thursday afternoon, at 2:30.

3.2 Meetings

In our department we have weekly meetings.

3.3 Days of the week

Monday, Tuesday, Wednesday,
Thursday, Friday, Saturday, Sunday

3.4 Clock times

It's three o'clock.

3.5 Schedules

There's a department meeting in the morning at eight forty-five.

3.6 A visit schedule

First, there's a welcome speech at ten o'clock.

3.7 Visitors

This is the schedule for the Samsung visit tomorrow.

3.8 On the phone

Can I call you back?

3.9 Culture corner

The right time

MODULE 3.1

When's the meeting?

SPEAKING

- 1 Work with a partner. Match the pictures with the words in the box below. Take turns asking and answering like this:

A What's this? (Speaker A points to picture a.) **B** It's a meeting.

an office party a presentation a conference call a meeting



LISTENING

- 2 • 21 Listen to four conversations. Number the events 1–4 in the order you hear about them.

Event	Day and time
office party	
presentation	
conference call	
meeting	

- 3 • 21 Listen again. Write the day and time for each event in the chart. Use these days and times.

Tuesday, 10:00 a.m. Wednesday, 11:15 a.m. Thursday, 2:30 p.m. Friday, 5:45 p.m.

MODULE 3.2**Meetings****LISTENING**

- 1 • 22 Listen and complete the chart, using the words in the box. You can add your own idea.

client project section staff team weekly

1	meetings
2	
3	
4	
5	
6	
Your own idea:	

SPEAKING

- 2 What meetings do you have in your company / department? Tell the class.

In our company department we have _____ meetings.

MODULE 3.3**Days of the week****SPEAKING**

- 1 • 23 Listen and repeat.
Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- 2 Close your books. Write the days of the week. Then check your spelling.
- 3 Work with a partner. Take turns asking and answering the questions.
*What day is it today? What day is it tomorrow?
Which days are weekdays? Which days are the weekend?
Which is your favorite day? Why?
Which day don't you like? Why not?*

MODULE 3.4

Clock times

LISTENING

- 1 • 24 Listen. Draw / Write the missing times.



SPEAKING

- 2 Work with a partner. Take turns pointing to a clock above. Ask and answer like this:

A What time is it? B It's three o'clock.

LISTENING

- 3 • 25 Listen and number the clocks 1-6 in the order you hear the times.



SPEAKING

- 4 Look at your watch. What time is it now?

It's ...

- 5 Work with a partner. First, complete your clock faces below. Tell your partner the times. Then listen to your partner and draw / write the times.

Your clocks



Your partner's clocks



LISTENING

- 1 • 26 Today is Monday. Look at the meeting schedule for tomorrow and Wednesday. Listen and repeat the conversation below. Then practice with a partner.

Tuesday	Wednesday
Department meeting 8:45 a.m.	-

- A** Is there a meeting tomorrow?
B Yes, there is. There's a department meeting in the morning at eight forty-five.
A Is there a meeting Wednesday?
B No, there isn't.

NOTE a.m. - (in the) morning
 p.m. - (in the) afternoon (12:00-5:00 p.m.) / evening (after 5:00 p.m.)

SPEAKING

- 2 Work with a partner. Take turns asking and answering about the schedule below. Today is Monday. Start like this:

- A** Is there a meeting tomorrow?
B Yes, there is. There's ...

Tuesday	Wednesday	Thursday	Friday	Saturday
Sales meeting 9:30 a.m.	Department meeting 3:45 p.m.	-	IT meeting 10:00 a.m.	Planning meeting 9:15 a.m.

- 3 **Student A** Look at the schedule below.
Student B Turn to page 77.

Take turns asking and answering questions and complete the schedule. Today is Monday. Start like this:

- A** Is there a meeting tomorrow afternoon?
B Yes there is. There's a ...

	Tuesday	Wednesday	Thursday	Friday	Saturday
a.m.		Production meeting 10:00		IT meeting 3:45	
p.m.	Department meeting 2:00		Planning meeting 5:45		-

MODULE 3.6**A visit schedule****LISTENING**

- 1 A group from Worldtek is visiting KM Products tomorrow. Look at the schedule below and ask about any words you don't know.
- 2 27 Listen to a KM manager talking about the visit schedule. There are five mistakes in the schedule below. Circle the mistakes. The first one is done for you.
- 3 27 Listen again and correct the mistakes.

**Worldtek visit schedule**

10:00 a.m.

9:15 a.m.	Welcome speech	1:00 p.m.	Speech by Mr. Singh
10:15 a.m.	Meet and greet session	1:45 p.m.	Product demonstration
10:30 a.m.	Factory tour	3:30 p.m.	Discussion session
12:15 p.m.	Buffer lunch	7:45 p.m.	Informal dinner (Grand Hotel)

MODULE 3.7**SPEAKING****Visitors**

- 1 Work with a partner or in a small group.

A group from _____ [think of a company] is visiting your company tomorrow. Make a schedule. Use the events below and / or your own ideas.

meet and greet session	factory tour	informal / formal dinner
presentation	office tour	buffet lunch

- 2 Present your schedule to the class. Start like this:

OK, Let's get started. This is the schedule for the Samsung visit tomorrow. First, there's ...


USEFUL LANGUAGE

First, ... Then, ... Next, ... After that, ... Finally, ...

MODULE 3.8

On the phone – Can I call you back?

LISTENING

- 1  28 Ralf Schumann calls his colleague, Su-Yung Kim. Listen and complete the conversation.

A Hello, Ralf?

B Hi, Su-Yung. Am I calling at a bad time?

A Well, I'm in a meeting _____¹ now.

B Oh, I'm sorry.

A That's OK, but can I call you _____² later?

B Sure, no _____³. What time?

A Around 2:30?

B Sure, that's fine. Speak to you _____⁴. Bye.

SPEAKING

- 2 Practice the conversation with a partner.
- 3 Practice again. Change the place and time. You can use these places or your own idea.

on the train in the bus in a presentation in my car

MODULE 3.9

Culture corner – The right time

READING

- 1 Write a time to answer each question.



	time
1 You have an appointment at a client's office at 10:00 a.m. What time do you arrive?	
2 You have a department meeting at 9:15 a.m. in the meeting room. What time do you arrive?	
3 You are giving a presentation at 3:30 p.m. What time do you arrive at the presentation room?	
4 A client invites you to dinner at a restaurant. The reservation is at 8:00 p.m. What time do you arrive?	

SPEAKING

- 2 Work with a partner. Compare your times.

A What do you have for number 1?

B 9:50. How about you?

A I have 9:55.